STANDARD OPERATING PROCEDURES FOR CDBG PUBLIC SERVICE APPLICATIONS

Every Fiscal Year the City of Evansville receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) and these funds are to be used as grant money to fund various projects. According to Federal Regulations, a maximum of 15% of the total funds received can be used for public service activities. The balance (65%) should be used for non-public service activities and a maximum of 20% can be utilized for administrative activities.

Eligible Public Service activities include, but not limited to: Employment Services, Crime Prevention & Public Safety, Childcare, Health Services, Substance Abuse Services, Fair Housing Counseling, Education Programs, Energy Conservation, Services for Senior Citizens, Services for Homeless Persons, Welfare Services.

Ineligible Activities: Please refer to HUD Guidelines 7.1.2 for an explanation of ineligible activities.

Individuals and organizations must submit an application to apply for these funds. Applications are reviewed annually by the Citizen's Advisory Committee (CAC). The CAC will hold a public hearing to review the applications and make recommendations for the Mayor and City Council. Each individual/organization submitting an application is allowed 2-4 minutes to give a presentation to the CAC. After each presentation, the CAC has the opportunity to ask questions. City Council makes the final determination regarding grant funding for each application.

The authorizing statute of the CDBG program requires that each activity funded (except for program administration and planning activities) must meet one of three national objectives. The three national objectives are:

- Benefit to low- and moderate- income (LMI) persons
- Aid in the prevention or elimination of slums or blight
- Meet a need having a particular urgency (Urgent Need)

Please refer to HUD Guidelines – CDBG Guide to National Objectives and Eligible Activities, Chapter 3